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FMMI – Funds Management Budget Authority and Distribution



Budget Authority and Distribution

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference when the agency receives their annual appropriations and must begin executing budget authority and distributions in accordance with the operating plan.

Additional Information: Input the following information in the required fields when entering budget authority and distribution in FMMI.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation). *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Budget Authority and Distribution					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>APPR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



FMMI – Funds Management Budget Authority and Distribution



Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Reimbursable Authority Budget Distribution

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference for when an agency receives reimbursable authority or funds designated to pay specific obligations. When distributing reimbursable authority funds, agencies must distribute to the apportionment level. Once the reimbursable authority is executed, the relevant agency is notified and pursues to execute the reimbursable order process.

Additional Information: Procedures for executing the Reimbursable Authority Budget Distribution are similar to executing a normal distribution; however, the Reimbursable Authority distribution is limited to the Apportionment level.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Reimbursable Authority Budget Authority and Distribution					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>APPR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 4590	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



FMMI – Funds Management
Budget Authority and Distribution



	Approve: Funds Management Budget Approver				
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FMMI – Funds Management Budget Authority and Distribution



Rescission Budget Authority and Distribution

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference for agencies when they receive a request to rescind, or return, a portion of their funding back to the government. The agency must transfer funds upwards from the lowest level that they originally distributed down to, up to the appropriation level where they will return funds to the government.

Additional Information: Input the following information in the required fields when entering budget authority and distribution for rescissions in FMMI.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation). *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Rescissions Budget Authority and Distribution					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



	Approver				
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOBJECTS
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4450	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Return	<u>Current Year:</u> RESC <u>Prior Year:</u> RESP	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



FMMI – Funds Management Budget Authority and Distribution



Approved Continuing Resolution Budget Authority and Distribution

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference for agencies when they receive an Approved Continuing Resolution from the government, or a source of temporary funding to help maintain agencies until their regular appropriations have been distributed.

Additional Information: Procedures for executing the Budget Distribution under a Continuing Resolution are the same as executing a normal distribution with the exception of selecting a **CR – Continuing Resolution** document type at the Appropriation level.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Approved Continuing Resolution Budget Authority and Distribution					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Items
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	CR	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u>	Transfer	APOR	<u>Sender:</u> 4450 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



FMMI – Funds Management Budget Authority and Distribution



	Funds Management Budget Approver				
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Unapproved Continuing Resolution Budget Authority and Distribution

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference for entering an Unapproved Continuing Resolution, or when agencies receive funds without approval to consume the budget. The agencies will limit distribution to the apportionment level as Unapproved Continuing Resolution funds are not consumable.

Additional Information: Procedures for executing the Budget Distribution under an Unapproved Continuing Resolution are limited to the Apportionment Level.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Unapproved Continuing Resolutions Budget Authority and Distribution					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>CRX</u>	<u>Sender:</u> 4395 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



FMMI – Funds Management Budget Authority and Distribution



Reverse Amount Unavailable due to a Continuing Resolution and Enter Warrant

Role(s): Funds Management Budget Coordinator, Funds Management Budget Approver

Purpose: To provide a reference for the agency when a previously unapproved continuing resolution is approved and must be subsequently reversed and entered in the FMMI system.

Additional Information: When reversing the unavailable Continuing Resolution, reverse the *exact same amount* that was originally entered as an unavailable continuing resolution (CRX). After reversing the unavailable continuing resolution (CRX), begin entering the Appropriation distribution. The Appropriation = (The newly approved budget amount) – (The continuing resolution). Please refer to page 1-2 for information on the budget authority and distribution process.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Reverse Amount Unavailable Due to Continuing Resolution and Enter Amount of Warrant					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Return	<u>CRX</u>	<u>Sender:</u> 4395 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



FMMI – Funds Management Budget Authority and Distribution



Trust and Special Funds Budget Authority and Distribution

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference for when an agency receives funding designated as Trust funding or otherwise designated as special funding.

Additional Information: The procedures for executing a budget distribution for a Trust and/or Special Funds follow the same process as a normal distribution with the exception of the selections for Document Type field at the Appropriation level and Budget Type field at the Apportionment level. The Document Type to be selected is **AAPI – (Anticipated Appropriation-Indefinite)** and the Apportionment level Budget Type selection is **4590**. These selections are conveyed in the table below.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value “FPDEFAULT”.*

Trust and Special Funds Budget Authority and Distribution					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>AAPI</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 4590	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



FMMI – Funds Management Budget Authority and Distribution



	<u>Approve:</u> Funds Management Budget Approver				
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4590 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Fund Transfers between USDA Agencies

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference of the transfer process for internal USDA fund transfers within FMMI. The following chart outlines the process for the sending agency when conducting internal USDA transfers.

Additional Information: Procedures for executing the Budget Distribution Transfers within the USDA agencies. The first table outlines the key process fields for the sending agency in the FMMI system. The second table outlines key process fields for the receiving agency. **When entering the Appropriation, the user is required to complete the fields “Transfer Agency,” “Transfer Accounts,” and, “Trading Partners”.** These fields can be found under the “Additional Data” tab. These fields are required for the Appropriation level of transfers only.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation). *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value “FPDEFAULT”.*

Transfers Between USDA Agencies (Sending Agency)					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Items
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOBJECTS
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4450	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Return	<u>TOCA</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



FMMI – Funds Management Budget Authority and Distribution



Fund Transfers between USDA Agencies

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference of the transfer process for internal USDA fund transfers within the FMMI system. **The following chart outlines the process for the receiving agency when conducting internal USDA transfers.**

Additional Information: Procedures for executing the Budget Distribution Transfers within the USDA agencies. The first table outlines the key process fields for the sending agency in the FMMI system. The second table outlines key process fields for the receiving agency. **When entering the Appropriation, the user is required to complete the fields “Transfer Agency,” “Transfer Accounts,” and, “Trading Partners”.** These fields can be found under the “Additional Data” tab. These fields are required for the Appropriation level of transfers only.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation). *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value “FPDEFAULT”.*

Transfers Between USDA Agencies (Receiving Agency)					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	TICA	<u>Sender:</u> 4450 <u>Receiver:</u> NA	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



FMMI – Funds Management Budget Authority and Distribution



Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Fund Transfers between USDA and Non-USDA Agencies

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference of the transfer process when conducting transfer between internal USDA agencies and non-USDA agencies. **The following chart outlines the process for the sending agency when conducting external USDA transfers.**

Additional Information: Procedures for executing the Budget Distribution transfers with agencies outside of the USDA. The first table outlines the steps for the sending agency. The second table outlines the steps for the receiving agency. **When entering the Appropriation, the user is required to complete the fields “Transfer Agency,” “Transfer Accounts,” and, “Trading Partners”.** These fields can be found under the “Additional Data” tab. These fields are required for the Appropriation level of transfers only.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation). *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value “FPDEFAULT”.*

Transfers Between USDA and non-USDA Agencies (Sending Agency)					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



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Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOBJECTS
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4450	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Return	<u>Prior Year:</u> <u>TOPA</u> <u>Current Year:</u> <u>TOCA</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



FMMI – Funds Management Budget Authority and Distribution



Fund Transfers between USDA and Non-USDA Agencies

Role(s): Funds Management Budget Coordinator, Funds Management Processor, Funds Management Budget Approver, Funds Management Approver

Purpose: To provide a reference of the transfer process for transfers between internal USDA agencies and non-USDA agencies. **The following chart outlines the process for the receiving agency when conducting external USDA transfers.**

Additional Information: Procedures for executing the Budget Distribution transfers with agencies outside of the USDA. The first table outlines the steps for the sending agency. The second table outlines the steps for the receiving agency. **When entering the Appropriation, the user is required to complete the fields “Transfer Agency,” “Transfer Accounts,” and, “Trading Partners”.** These fields can be found under the “Additional Data” tab. These fields are required for the Appropriation level of transfers only.

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation). *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value “FPDEFAULT”.*

Transfers Between USDA Agencies and non-USDA Agencies (Receiving Agency)					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>Prior Year:</u> TIPA <u>Current Year:</u> TICA	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.



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Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 4510	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Record Quarterly Apportionments for Future Quarters – Direct Fund

Role(s): Funds Management Budget Coordinator, Funds Management Budget Approver

Purpose: To provide a reference for when an agency receives a Quarterly Apportionment for future spending. A Quarterly Apportionment limits the dollar amount which can be spent in a given quarter. The Quarterly Apportionment is entered for future quarters, and the funds distribution is limited to the Apportionment distribution level.

Additional Information: Procedures for executing the Quarterly Apportionment distribution are similar to executing a normal distribution; however, a Quarterly Apportionment distribution is linked to unique budget types. **Note that the Quarterly Apportionment process differs between a Direct Fund and a Reimbursable Fund.**

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Record Quarterly Apportionments for Future Quarters – Direct Fund					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>APPR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Quarterly Apportionment for Future Quarters	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u>	Transfer	<u>APOR</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 451S	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



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Budget Authority and Distribution



	Funds Management Budget Approver				
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FMMI – Funds Management Budget Authority and Distribution



Record Quarterly Apportionments for Current Quarter - Direct Fund

Role(s): Funds Management Budget Coordinator, Funds Management Budget Approver, Funds Management Processor, Funds Management Approver

Purpose: To provide a reference for an agency that had previously entered a Quarterly Apportionment and has now reached the quarter where the spending may occur. The current Quarterly Apportionment distribution will look very similar to the normal budget distribution process.

Additional Information: Procedures for executing the current Quarterly Apportionment distribution are similar to executing a normal distribution; however, a Quarterly Apportionment distribution is linked to unique budget types. **Note that the Quarterly Apportionment process differs between a Direct Fund and a Reimbursable Fund.**

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Record Quarterly Apportionments for Current Quarter – Direct Fund					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>APPR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Quarterly Apportionment for Current Quarter	<u>Enter:</u> Funds Management Budget Coordinator	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 451S	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



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	<u>Approve:</u> Funds Management Budget Approver				
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 451S <u>Receiver:</u> 4510	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS
Allotment	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALLT</u>	<u>Sender:</u> 4510 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOTHERS
Sub-Allotment (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALT</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>ALOC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS
Sub-Allocation (Optional)	<u>Enter:</u> Funds Management Processor <u>Approve:</u> Funds Management Approver	Transfer	<u>SALC</u>	<u>Sender:</u> 4610 <u>Receiver:</u> 4610	<u>Sender:</u> ALLOTHERS <u>Receiver:</u> ALLOTHERS



FMMI – Funds Management Budget Authority and Distribution



Record Quarterly Apportionments for Future Quarters - Reimbursable Fund

Role(s): Funds Management Budget Coordinator, Funds Management Budget Approver

Purpose: To provide a reference for when an agency receives a Quarterly Apportionment for future spending on a reimbursable fund. A Quarterly Apportionment limits the dollar amount which can be spent in a given quarter. The Quarterly Apportionment is entered for future quarters, and the funds distribution is limited to the Apportionment distribution level.

Additional Information: Procedures for executing a Quarterly Apportionment for reimbursable funds distribution are similar to executing a normal distribution; however, a Quarterly Apportionment distribution is linked to unique budget types. **Note that the Quarterly Apportionment process differs between a Direct Fund and a Reimbursable Fund.**

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Record Quarterly Apportionments for Future Quarters – Reimbursable Fund					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>APPR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Quarterly Apportionment for Future Quarters	<u>Enter:</u> Funds Management Budget Coordinator	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 459S	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



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	Approve: Funds Management Budget Approver				
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FMMI – Funds Management Budget Authority and Distribution



Record Quarterly Apportionments for Current Quarters - Reimbursable Fund

Role(s): Funds Management Budget Coordinator, Funds Management Budget Approver

Purpose: To provide a reference for an agency that had previously entered a Quarterly Apportionment on a reimbursable fund and has now reached the quarter where the spending may occur. The current Quarterly Apportionment reimbursable distribution will look very similar to the normal reimbursable budget distribution process.

Additional Information: Procedures for executing the current Quarterly Apportionment reimbursable distribution are similar to executing a normal distribution; however, a Quarterly Apportionment reimbursable distribution is linked to unique budget types. **Note that the Quarterly Apportionment process differs between a Direct Fund and a Reimbursable Fund.**

The **Commitment Item** column is a required field in budget distribution. *When recording Appropriations and Apportionments, the Commitment Item value of ALLOBJECTS should be used as it represents a grouping of all Budget Object Classes (BOCs). The ALLOTHERS value represents all BOCs except those of the 1100 and 1200 series, or the Travel and Payroll related BOCs. It is recommended that the ALLOTHERS value be used at levels below Apportionment (Allotment, Sub-Allotment, Allocation, and Sub-Allocation); however, an agency could also choose to budget directly to a specific Commitment Item or to all Commitment Items or to all of them by selecting ALLOBJECTS.*

The **Funded Program** field is a required field when distributing budget. For the Appropriation and Apportionment levels, FPDEFAULT should always be entered as a default value for the Funded Program Field. If an agency budgets to a specific Funded Program, they may enter it at the distribution levels below *Apportionment (Allotment, Sub-Allotment, Allocation, Sub-Allocation)*. *If there is not a specific funded program required in budget distribution, they may use the Funded Program default value "FPDEFAULT".*

Record Quarterly Apportionments for Current Quarters – Reimbursable Fund					
Budget Authority Level	Role	Process	Document Type	Budget Type	Commitment Item
Appropriation	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Enter	<u>APPR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> System generated.	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> System generated.
Quarterly Apportionment for Current Quarter – Reimbursable	<u>Enter:</u> Funds Management Budget Coordinator	Transfer	<u>APOR</u>	<u>Sender:</u> 4450 <u>Receiver:</u> 459S	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS



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	<u>Approve:</u> Funds Management Budget Approver				
Apportionment	<u>Enter:</u> Funds Management Budget Coordinator <u>Approve:</u> Funds Management Budget Approver	Transfer	<u>APOR</u>	<u>Sender:</u> 459S <u>Receiver:</u> 4590	<u>Sender:</u> ALLOBJECTS <u>Receiver:</u> ALLOBJECTS

Budget Authority and Distribution Process Flow

Purpose: To provide an outline of the FMMI Budget Authority and Distribution process in FMMI. This process flow displays the roles for each Budget Authority and Distribution transaction.

